

Unit SIX

Vocabulary

Let's get it done !
 لننتج الامر
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productivity	إنتاجية	reflective	انعكاسي -	Brainstorm	استثارة الفكر - يفكر
Self-management	الاداره الذاتيه	assess	نقيم	decline	يهبط -
efficiency	كفاءة	productive	منتج	raise	يرفع
vary	يتنوع	levels	مستويات	progress	تقدم
achieve	يحقق	efficiently	يكفاءة	stressed	مضغوط
Manage to	يتحكم في - ينجح	sentences	جمل	structure	بناء - تركيب
memory	ذاكره	analyse	يحلل	concentration	تركيز
tend to	يميل الي	analysis	تحليل	Increase in	يزداد - زياده
awareness	الوعي	pollution	التلوث	quality	جوده - صفة
electricity	كهرباء	energy	الطاقة	effectiveness	فاعلية
revision	مراجعته	honest	امين	progress	تقدم
Effect = impact	تأثير	amongst	بين	research	يبحث
aim	هدف	situations	مواقف	group	مجموعه
diary	يوميات	period	فتره	habits	عادات
repeat	يعيد - يكرر	process	عملية	reduce	يقلل
result in	يؤدي الى	conclusion	استنتاج	notice	يلاحظ
significantly	بشكل كبير	memory	ذاكره	regular	منتظم
finding	اكتشاف	stressful	متعب - مجهد	positive	ايجابي
state	يحدد	factors	عوامل	individual	الفرد
data	بيانات	researcher	باحث	session	جلسة
results	نتائج	summary	ملخص	force	يجبر
avoid	يتجنب	mechanic	ميكانيكي	procrastinate	يؤجل
common	عام - شامل	error	خطأ	procrastination	التأجيل
brain	المخ	excuse	عذر	delay	يؤجل
points	نقاط	distract	يلهي	drawing	رسم
summary	تلخيص	tend to	يميل الي	conclude	يستنتج - يختم
options	اختيارات	priority	اولويه	practice	ممارسة - تدريب
importance	اهميه	stress	توتر	alternatives	بدائل
Reach	يصل الي	Mention	يذكر	advantage	ميزه
experience	خبره	experiences	تجارب	disadvantage	عيب
position	مكانه - وظيفه	overall	بشكل عام	function	وظيفه
drawback	عيب - عائق	logic	منطق - عقل	divide	يقسم
Look back	ينظر للخلف	suppose	يفترض	set	جهاز - يضع
alarm	جرس	task	مهمه	naturally	طبيعيا
evaluate	نقيم	difference	اختلاف	fan	مشجع - معجب
evaluation	تقييم	Olympic coach	مدرب اوليمبي	cycling	ركوب العجل
strategy	استراتيجيه	evidence	دليل	cyclists	راكبي الدراجات
raise	يرفع	summarise	يلخص	blog	ينشر - منشور
Focus on	تركيز علي	benefits	فوائد	reflect	يعكس
active	نشط	performance	أداء	records	ارقام قياسيه
plug	سداده	absolutely	إطلاقا	details	تفاصيل
refresh	ينعش	diet	نظام غذائي	pillow	مخده
mark	درجة	waste	مضيعة -	physically	بدنيا
grade	درجة / رتبة	massive	ضخم	mentally	عقليا
measure	يقيس	unrealistic	غير واقعي	permission	إذن
perform	يؤدي	unpleasant	كريه	inevitable	حتمي

Definitions

productivity	The rate at which you produce work and the amount produced.	إنتاجية
Brainstorming session	A group of people think about something to create good ideas .	جلسه استشاره فكر
inevitable	Certain to happen and impossible to avoid	حتمي
diary	A book you write down your daily things	يوميات
analyse	To examine the nature or structure of something	يحلل
assess	To judge , evaluate or decide the amount , value , importance or quality f something.	يقدر - يقيم
efficiency	When someone or something uses time and energy well, without wasting any of them.	كفاءة
production	The amount of something that is made or grown by a country or company.	انتاج
procrastination	To delay doing something that you should do .	تأجيل - مماطلة
result	Something that happens or exists because of something that happened before	نتيجة
impact = effect	The effect that an action or a person has on someone or something.	تأثير
process	A series of events or changes that happen naturally or industrially .	عملية
focus	Someone whose job is to teach people to improve at a sport, skill, r school subject.	تركيز
decline	A decrease in the quality , quantity or importance of something.	انهيار - انخفاض
vary	Differ in size, amount or degree.	يتنوع
coach	Someone whose jb is to teach people to improve at a sport, skill, or school subject.	مدرب
priority	Something regarded as more important than another.	اولوية
productive	Able to produce large amounts of goods	انتاجي
overall	In general rather than in particular, or including all the people or things in a particular group. .	عام - شامل
raise	To increase the amount or level of something	يرفع - يربي

Expressions

do schoolwork	يؤدي الواجب المدرسي	an expert on	خبير في
period of time.	فتره من الوقت	think of	يفكر في
Focus on = concentrate on	يركز علي	on time	في الوقت المحدد
start looking at my phone.	أبدأ بالنظر الي التليفون	in time	قبل الوقت المحدد
At different times	في اوقات مختلفه	In different places	في اماكن مختلفه
feel stressed or worried	يشعر بانه مضغوط او قلق	instead of	بدلا من
amount of work	كميه العمل	make changes	يقوم بتغييرات
do revision	يقوم بمراجعته	raise my efficiency.	يرفع كفاءه
sort of = type of = kind of	نوع من	That sounds great	يبدو عظيما
Do a project	يقوم بمشروع	instead of	بدلا من
report on	تقرير علي	In a research study	دراسه بحثيه
an increase in	زياده في	pros and cons	مميزات وعيوب

make changes	يقوم بتغييرات	tend to use	يميل لاستخدام
At the start of the study,	في بدايه الدراسه	On the other hand	من ناحيه اخري
depend on = count on = rely on	يعتمد علي	the central idea	الفكره الاساسيه
Make study plan	يقوم بخطه دراسه	make noise	يعمل ضوضاء
in detail	بالتفصيل	brainstorming	جلسه تفكير
do things	يقوم بعمل اشياء	Make a decision	يتخذ قرار
work in pairs	يعملوا في ثنائيات	lead to + ing	يؤدي الي
do a session	يعقد جلسه	Let's add	دعنا نضيف
take part in= sharein =paricipate in	يشارك في	in the daily life	في الحياه اليوميه
effects of stress on	تأثير التوتر علي	positive effects	تأثيرات ايجابيه
Reach a conclusion	يصل الي استنتاج	Negative effects	تأثيرات سلبيه
take break	يستريح	a positive impact on	تأثير ايجابيه
carry on	يستمر في	Make a difference	يعمل اختلاف
worried about	قلق بخصوص	Concentrate best	يركز افضل
A waste of time	مضيعه للوقت	Keep going on	يحافظ علي التقدم

Derivatives

Verb		Noun		Adjective	
produce	ينتج	Production - producer	انتاج - منتج	productive	انتاجي
analyze	يحلل	analysis	تحليل	analytical	تحليلي
decline	ينهار - ينخفض	decline	انهيار - انخفاض	declining	هابط - منحدر
distract	يششت	distraction	تششت	distracted	مشتت
vary	يتنوع	variety	تشكيله	various	متنوع
decide	يقرر	decision	قرار	decisive	حاسم
differ	يختلف	difference	اختلاف	different	مختلف
assess	يقيم - يحكم	assessment	تقييم - حكم	assessable	خاضع للضريه
describe	يصف	description	وصف	descriptive	وصفي
manage	يدير - ينجح - ينحكم	management	اداره	manageable	سهل الاداره
alternate	يتبادل - يتناوب	alternative	بديل	alternative	بديل
add	يضيف	addition	اضافه	additional	اصافي
signify	يشير الي	significance	مغزي - دلالة	significant	هام

Antonyms

Word		Antonym	
damage	يتلف	benefit	يفيد
reduce	يقلل	Increase-expand- raise	يزيد
increase	زياده	decrease	قله
positive	ايجابي	negative	سليمي
divide	يقسم	Attach - unify	يربط - يوحد
distract	يششت	concentrate	يركز
decline	ينهار - ينخفض	increase	يزداد
priority	الاولويه	subsequency	اللاحق
efficient	كفاء	unskilled	غير ماهر
option	اختيار	obligation	اجبار
productive	انتاجي	unproductive	غير منتج
overall	عام - شامل	partial	جزئي
efficiency	كفاءة	inefficiency	عدم كفاءة
realistic	واقعي	unrealistic	غير واقعي

- **Arise / arose / arisen** (بدون مفعول) = **begin to happen** يظهر / يحدث

• A lot of problems usually **arise** at work.

- **Arouse/aroused/** (بليها مفعول) يثير (للمشاعر والأحاسيس) / يوقظ

• Her behavior **aroused** the suspicions of the police.

3. لاحظ استخدام فعل مفرد مع الكلمات الآتية ولكن عند الإشارة إليها بضمير نستخدم ضمير جمع
:(they, them, their)

1 Everyone / everybody / someone / somebody / no one / nobody / anyone / any body /
(any / every person)

-Everyone **benefits** from space technology in **their** everyday lives.

-Everyone **has their** own ideas about the best way to bring up children.

Someone is knocking on the door, **aren't they?**

4 - **experience**

(خبره عمل)

Experiences

(تجربه حياه)

Experiment

(تجربه معملية)

They offered me **the job** because I had a lot **of experience**

I had a lot of interesting experiences during my journey in Africa.

In **labs**, scientists do **a lot of experiments**.

4 - **in time** في الوقت المناسب - You should be at the airport in time

- **on time** في الميعاد - The train arrives at the station on time.

5- **distract** (يلهي - يشتت)

- **district** (حي في مدينه)

- One of the group distracted me by asking for help.

- She lives in Sayeda Zeinab district5-

6 - **differ (from)** يختلف عن

-**differ about / on / over**

يختلف بشأن

differentiate between (right) and (wrong)

يميز الفرق - الاختلاف

differentiate (right) from (wrong)

يميز الفرق - الاختلاف

- People **differ from** one another in their ability to handle stress.

-The two lawyers **differed about how to present the case**.

-It's important to **differentiate between** fact and opinion.

-Its unusual nesting habits **differentiate this bird from** others.

7- **affect** يؤثر على

- **effect (impact)**

تأثير

- **have a/ an effect (impact) on**

- Pollution **affects** the environment badly.

We are studying **the effects** of pollution **on** the environment.

Pollution has **a bad effect (impact) on** people and the environment.

- 8- **Most** + (اسم نكرة) -Most footballers are professional.
- Most of + اسم معرفة Most of the teachers are honest , patient and hard-working

9- **result of** نتيجة لـ - **result from** ينتج عن - **result in = lead to** يؤدي الى

11- **apply for** (وظيفة / شيء) يتقدم للحصول علي - **applicant** - طلب وظيفة . - **application** متقدم لطلب

12- **artificial** صناعي - **artificial (intelligence / limbs / lake)**
- industrial (خاص بالصناعة) صناعي - **Industrial (sector / revolution / country)**

14 - **contact** : (لا تأخذ حرف جر) يتصل . You can **contact me** on this number.
-connect (to) : يتصل . You can **connect the computer** to the internet easily .
a contact with : احتكاك او اتصال بـ , She needs to have a contact with new people .

15- **hear from** يتلقي اخبار من
hear of / about يسمع عن

READING

Eman: I **try hard** to finish my homework **on time**, but I can never get it all done. After just a few minutes my **productivity** levels start to **decline** and I start looking at my phone.

Amany: It sounds like you need to **raise** your **efficiency** so you can get more homework done.

Eman: So I need to become more **productive**?

Amany: Yes, exactly. You need to do good work, but get it done faster by increasing your **productivity** First, **assess** when and where you find it easiest to work. You could **try to vary** the time and place where you work and see what happens **at different times and in different places**.

Eman: That's a good idea. I'll **try doing** that and hopefully I'll soon be making more **progress** with my homework

A report on a recent study into productivity amongst students

In our research study, we **assessed** the productivity levels of sixteen to **eighteen year-old students**. The **aim was to find out** which **situations led to** an **increase in** the students' productivity levels **while they are studying**. We chose a group of 250 students and asked them **to keep** a diary over **a six-month period**. In these diaries they wrote down how much time they **spent studying** every day and what they achieved. **At the start of the** study, we asked all the students to make a change to their study habits. We wanted to **find out** what **effect** this change would have **on** the students' at the start of every month for the rest of the study to look at **the effects of varying** study habits. Our **analysis** of the students' **diaries** **resulted in some interesting conclusions**.

We noticed that most students' productivity levels **increased significantly** when they got up earlier to study before school. This was even true for students who had said they weren't very **efficient** when they studied early in the morning. **On the other hand**, most students' productivity levels **declined** significantly when they **regularly studied** until late into the evening. Another **interesting finding** was that studying with other students had **a very positive effect on some students' productivity levels**, but **a very negative effect on other students' productivity levels**. **In conclusion**, we can **state that studying in the morning seems to help most students to become more productive**, but the effects of other factors, like whether or not students study alone, vary, **depending on the individual**.

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**Trying to raise my productivity levels:**

**Week 1**

I **tried dividing** my study time into **twenty-five minute periods** and taking breaks between them. I can understand the logic of doing this and I'm sure it **helps** some people **to concentrate** better because they only have to concentrate for short periods. However, the big **drawback** for me was that I **kept looking** at the time to see when it was time to have a break. Looking back, I **suppose** I should have **set an alarm** instead so I didn't have to do that and then it might have been more helpful for me. I **decided to always do** the **task** that I found the most difficult first and, of course, this was quite hard to do at first because it isn't what you **naturally** want to do. However, I kept going with it and after a few days, I noticed how it was helping me to **manage my time better** and meant that I made a better job of the **unpleasant tasks** than I did before. This definitely had **a positive impact on** my productivity. I liked the idea of **making a study plan** because I thought it **would help me to get better organised**. It definitely helped me to feel less stressed about what I **needed to do** because I wrote down exactly what I had to do in a list and that made it seem easier to get everything done. I was surprised by what **a big difference the study plan made**. I'm definitely going **to carry on making study plans**.

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SKILLS FOR LIFE

When you **make a change to the way you study** or in any other area of your life, you **need to evaluate** it. Has this change had any positive effects? Has this change had any negative effects? Which effects have had a greater impact? **Evaluate** the

effects to make decisions about whether to continue with the change or to try something else.

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## WB

### 1. Don't procrastinate

There is one **common error** which **stops students from being productive: procrastination**. **Procrastination** is when we **delay doing something important**. Students often **look for an excuse to do** other things, such as **tidy their bedrooms**, when they should be studying. **Make a study plan** and then make yourself follow it!

### 2. Don't study all night

Another bad habit that some students have **is studying all night**. (Sometimes this is because they have been **procrastinating in all day!**) Studying at night **instead of sleeping** does not allow the body and brain to rest.

It's important **to switch off** to study effectively the next day.

### 3. Put the phone away

Some teachers **don't allow students to keep their phone** with them in class. But students **shouldn't let themselves be distracted by their phones**. Even better, **hand** it to the teacher at the beginning of the class – they will make you have it back at the end!

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Huge benefits from small changes

The last time I blogged, I was worried about my exams. Well, you won't believe what happened! A teacher told me about **a coach** called David Brailsford. He **helped** the British Olympic cycling team **set** 7 world records in the 2012 London Olympics. But how did this coach change their **performance**? Well, he **analysed absolutely** everything and improved each thing by 1%. He made lots of small changes to the cyclists' clothes, their **diet** and even their **pillows**! It had a very **positive impact on** their **productivity**. So, I thought I'd do the same to help me study more **effectively**. I looked into the following areas:

- **when I concentrate best**
- **for how long I can concentrate before I need a break**
- **where I concentrate best**
- **how I sleep best**
- **what food makes me feel my best**

At first, I thought it was a waste of time but I kept going with it. I **realized** I was more **mentally active** in the morning and after 6 pm so that's when I studied the most difficult subjects. I also **reduced the amount** I ate for dinner and bought some ear plugs to **avoid** any outside noise I now wake up feeling really refreshed and ready to go. Did it work? Well, I **was surprised by** what **a big difference** this strategy made. In maths and history, my worst subjects, I **got the second highest marks** in the class and my **grades** in all my other subjects **increased by 48%** in just month! **Looking back** I

should have done this before! Making a 1% change in different things made a **massive difference** for me and I'm sure it'll help you too! So why not to try it yourself

Exercises

1 Choose the correct words :

1. The agricultural (equality- contribution- productivity -amount) remained low by comparison with the same period five years ago. We need to increase it.
2. The new manager of the factory wants to know the reasons for the (increase- profits-decline-loose) of productivity to be able to solve the problems.
3. The recent campaign against smoking has contributed to the (increase- decline-reduce-loose) of the percentage of smokers among the young people.
4. The company is making (produce -progress- decline-advanced) in all sectors. It has achieved a lot of profits.
5. The coach will begin meeting with the players to (score- help-assess - achieve) their performance in the last round of the tournament.
6. The government should try to (raise- reduce-decline-save) awareness of people about the dangers of coronavirus. A lot of people lost their lives.
7. We should (raise- reduce-decline-save) money by spending a day among people to persuade them help charities.
8. The ministry of education use the latest (progress- communication - set- technology) inside classrooms , including smart boards, to help students benefit a lot.
9. My wife is so nervous that she can (do- give- send -create) a fight out of nothing. Most people avoid her.
10. The balloon (raised - aroused - rose - arose) gently in the air. It is very light
11. A/An (operation - experiment - process - illness) is a series of events or changes that happen naturally.
13. His broken leg is the direct (result - series - process - sequence) of his own carelessness.
14. Students need to make changes of their study habits if they want to increase their ...
a) productive b) productivity c) producers d) produces
15. The government should (interest-care-focus- look after) on job-creating program to reduce employment.
16. There are different (copies- levels-layers-lawyers) in the English course . You should choose the one that suits you.
17. Anees Mansour wrote a book about his (experiment-experiences- experience -trials) when he travelled to Europe. He saw a different world.
18. Youth should (score- increase -assess - achieve) their knowledge of the world around them. They should read a lot.
19. Mary Cury , the famous physicist , achieved a high (grade- mark- level- experiment) of distinction. She was awarded the Noble prize for chemistry and physics.

20. My father works two shifts in the factory to (**prove - improve-decrease-meet**) our income to satisfy our needs.
21. The shop has (vary- various- variety- amount) sizes of this jacket. You can find your needs.
22. there are a wonderful (vary- various- variety- amount) of clothes . You can find your needs.
23. The prices (vary- various- variety- amount) according to the quality of the products.
24. Some people listen to you carefully, but they don't have the enough experience to give you any (respond- solution-effects- causes)
25. (**Procrastination-Punctuation -Irrigation -Addiction**) means to delay something important.
26. The (strong- situation - length -efficiency) of this loudspeaker is 40% only . We should buy a modern one instead of it.
27. our street cleaners are very (strong- situaed - smart -efficient) . They make our toen very healthy. They make great efforts.
28. The (overall-public- private-every) result is wonderful although we have made some mistakes.
29. students should reach their schools (in - on - at - of) time to prepare themselves for their lessons.
30. My father hopes that we have a (**quality- contributed- productive -amount**) agricultural session to achieve a lot of profits.
31. There is a wonderful (page- level- report-copy) on Zamalik's win of the tournament this year. You will enjoy it a lot.
32. Some students in the faculty of engineering want to (advice- brainstorm- attend- fetch) some online experts about some difficult points in their graduation project.
33. Although it rains heavily in this area , the agricultural (equality- contribution- production -amounts) is affected by the lack of manpower.
34. It is a difficult (generation -operation -preparation -situation) to generate electricity from the the waves.
35. The company hopes that its new (**product-production - productive - producer**) will sell very well.
36. Going to the court to obtain compensation is a long process. Process has the same meaning as (generation -operation -preparation -situation)
37. We are having a (brainstorming-productive-stressful-revising) session next week to try to find some reasonable solutions to the problems we face in the research.
38. The cost of living has increased (slightly- expensively-significantly-bravely). A lot of people can't afford it.
39. Students should (progress- vary- raise-assess)the places they study at to concentrate the best and got the most work done .
40. If you are productive , you will (**score -miss -achieve -fail**) your goal easily .

41. The colour of this new car is(hopeless -hopeful -horrible – ordinary) . I like it very much.
42. Does doing more than one (task -work-contribution- achievement)at the same time make it harder for you to concentrate ?
43. I think it will be a good (process- operaton- structure-space) for poor people to live in. It's comfortable.
44. You shoukd (do – give- assess- make) a change to the way you study to be productive.
45. There are a lot of sixteen to eighteen (years- year's- year- years') students eho will change their studying habits.
46. We all should have (googles-aims-target-purpose) in life and make a plane to chieve them or our life will be in vain.
47. We should keep our (stories- diaries- dairies-novels) secret, not to be seen by anyone we don't like. They are personel.
48. The (aim - increase-decline -interests) in marriage among youth nwadays is due to the rise of its costs. This will lead to a lot of social problems.
49. We should advise our children nt to spend too much time (to play- play- playing-to playing) vido games.
50. Scientists collect blood samples for (assess- analysis-evaluate-search) to know the causes of the spread of coronavirus.
51. The chemist was too busy to (divide- analyse-dissolve-search) the samples that the police asked ,so the investigators were angry.
52. We should encourage our children to read a lot and make them do it as a (custom- habit- traditional-prize)
53. We all have (customs- habits- meals-prizes) that we do every day . We should develp the good ones and avoid the bad ones.
54. There are some important (evidence-operations- conclusions-diaries) that can be drawn from the results of our research . One of them is that we should reduce pollution.
55. People wrote down the most important events that happened to them through their lives in their (diary – dairy – diaries – daily) .
- 56-An/A (amount – number – equal - extract) means how much of something there is.
57. There was a (manual – punctual – spiritual -gradual) improvement in her schoolwork. She became better.
- 58-His parents' divorce had a negative (affect – effect – action – act) on me and my sisters.
59. Working for charities has a (negative – passive-bad- positive) effect on all the society. We should the youth to take part in it.
60. The headmaster must (state- say- mention- speak) the numbers of teachers he needs before the beginning of the school year.
61. Students should (extract- log-affect- depend) on themselves when they study. They should ask only advice.

- 62-Farmers water their crops (regularly – bitterly – disorderly – formerly) to grow well.
63. There are some important (factories- factors- tips -diaries) that affect the production process. We should study them all.
64. The commission has met to (discussion- brainstorm-choice-mention) about the designs presented for the logo of the feastival to choose the best.
65. At schools , teachers should stimulate their students by giving them pre-questions to (thank- brainstorm-believe-positive) them.
66. The coach has decided to hold two training (sessions – meetings- conferences-pioneers) daily to raise their fitness.
67. The Egyptian Parliament will hold a special (hour-session-meeting-forum) this month to discuss the economic crisis.
68. In brainstorming sessions , students should talk about the pros and (upside-advantages-merits- cons) of the given ideas.
69. I was happy to (share – divide – eat – feed) the taxi fare with another passenger. This made me save some money for my other needs.
- 70- The coach (shared – divided – cut – hit) the players into two groups. They played against each other.
- 71-We should understand the (logical – illogical – logic – logically) of doing some events to know why some people do some things.
- 72- I decided to (do – make – give – spend) the most difficult task first. It will make me optimistic.
73. Teachers should check that everyone is happy with the decisions they (do-give- make-divide) in a brainstorming decisions.
74. Hard work leads (on- to- in – on) success. We should work hard to susseed.
75. When you make a change in your life , you need to (evaluate -know -see – recognise) it .
76. Some students do courses in languages to (prove- improve-help- brainstorm) the skill of speaking.
77. We should (do- divide-make-share) a big change in our lives if we begin to suffer from chronic diseases.
78. We should try to (rise- arise- arouse- raise) our productivity levels to feel satisfied and achieve our goals.
79. When we work, we should take a (break- brake- broke- park) between the work sessions to renew our energies.
80. When students renew their energies, their (decision-concentration-assess-productive) become better than before. They feel happy.
81. When I searched " pollution " on the internet , I found a lot of (founding - found -findings -foundation). It has a lot of kinds.
82. Traders should weigh the benefits and (drawbacks- opinions-assess-logic) of any product they sell to be able to continue selling it or stopping .
83. There is a (advantage -drawback- opinion-merit) of our plan to increase our productivity . We should exclude it.
84. We should keep (do – did- doing- to do) exercises regularly to be fit.

85. The hunters (sit- set- puts- did) a trap inside the ground to be able to catch the dangerous lion.
86. Disease was an (inevitable -evitable -lively -procrastinated) consequence of poor living conditions.
- 87- I don't think they have a (fact -unrealistic -realistic -fiction) chance of winning.
- 88-The antonym of the word realistic is (tiny – factual – unrealistic – real).
- 89- The good student makes a study plan and never (does -makes - procrastinates -achieves) his homework.
- 90.The synonym of the word result is (consequence – sequence – schedule – core)
- 91.The synonym of the word procrastinate is put (on – at – away – off)
- 92.Prices(differs-vary-decrease-increase) from a shop to another .You should wander among them before buying.
- 93.Education and health should be the (best-priorities-motions-options) to the government. They should be given a complete support.
- 94.The manager should have a /an (partial-part-overall-private) view subject before making the necessary decision.
95. Experience is a better guide for us than a deductive (heart-logic-rational-enhance). It is very important to do all our jobs.
96. I decided to (do – make – give – spend) the most difficult task first.
- 97-Time management has a positive impact (in – of – on – about) my productivity.
- 98-Evaluate the effects to decide (when -whether-weather -wither) to continue with the change or try something else .
- 99- In order not to muddle on. You should make a study (plan – pan – plane – plain)
- 100- As I am a cyclist , I have bought new ear (plugs – bags – glasses – pugs)
- 101-Remember that your concentration (leads -objects -tends -opposes) to reduce after thirty minutes.
- 102-You need to make changes if you want to increase your -----
- a) productive b) productivity c) producers d) produces
- 103-Using less electricity will improve the ----- in your class .
- a) effective b) effectiveness c) efficiency d) b & c
- 104- There is one common (errands -error -earrings - brand) which stops students from being productive.
- 105- There are a lot of students taking part in (discussion- brainstorming-choice-mention) sessions.
- They exchange ideas well.
106. I bought a smart TV (advance- set- scraw- set) to watch the matches of the World Cup.
- 107.The company faces a sharp (advance- profit- completion-decline) in its profits. It needs a new plan to restore what it has lost.

108. The spokesman declared that there is a wonderful (progress profit-contribution-decline) has been made in the political talks between the two presidents. They are happy.
109. Our company needs fresh eyes to(avoid-assess -help-vision) its stradgy to be able to make up for its losses
- 110- I (sit- set- puts- did) the table for dinner and my wife got the food on it . It is a wonderful thing to co operate
111. Teachers should (mistake-decide-assess- make) the students' results every month and tell their parents.
112. Parents should look after their kids and (bring on-rise-raise- see) them well to be good citizens
113. Nowadays , the (drawbacks -technology-merits-advance) of communication develops so rapidly that we can't keep up with it
114. Most of us want to (make -create-live- assess) a society where the human values predominate.
- The government set up a lot of projects to (create)more jobs for youth
115. (Inventive-Creation- Vision-Genius) of man , including his poetry, music and painting doesn't stop. Every day we find out new souces of it.
- 116.She was (rose – aroused – arose - raised) by her grandparents after her parents had died .
- 117.We all should remember that our concentration tend to (raise- increase – decline-go up) after 30 minutes of beginning studying. We should take breaks to refresh our selves.
118. Ageing الشيخوخة is the natural (operation – recess – process – experience) of getting old.
119. It was a long and difficult (hostess – stress – recess – process) to build the bridge, but cars can use it now.
120. A/An (cause – reason - result - explanation) is something that happens or exists because of something else.
121. Our players should (focus- concentration-avoid- raise) on scoring a lot of goals to make up for the previos defeat.
- 122.My grandfather (carried-succeeded-achieved-failed) some amazing things during his life. He is proud of them
123. The members meet twice a month to (thank- brainstorm-tell -mention) and set business goals for each project.
- 124.The president has called for the (set-construct - building-creation) of a special security force to target the rebels.



Grammar**THE CAUSATIVE USE OF (HAVE & GET)**

الاستخدام السببي

1. Obligation verbs :**Make +** المصدر + (مفعول) يجعل / يجبر / يرغم- Teachers **make** their students **check** their answers.**Choose:**The police made the driver (**paid- to pay-pay- paying**) the fine.- The student **was made to obey** the school rules (**to +**) **made** في المبني للمجهول نستخدم بعد**Force+** المصدر + **to** + (مفعول) يجعل / يجبر / يرغم**-cause** المصدر + **to** + (مفعول) يجعل / يسببThe police **forced** the driver (**paid- to pay-pay- paying**) the fine.- The strong wind **caused the trees to fall** in the streets**2.Permission verbs :****1. Let +** المصدر + (مفعول)- My father lets us (**to go – go- going- went**) to the cinema once a month.**2. Allow or permit +** المصدر + (مفعول) + **to**- My father allows us (**to go – go- going- went**) to the cinema once a month.**3.Persuading verbs :****Have +** المصدر بدون **to** + (مفعول عاقل) يجعل / يقنع**- get +** مصدر + **to** + (مفعول عاقل)**- persuade / convince** مصدر + **to** + مفعول + يقنع- The teacher **had us do** some extra work today. (**forced**)- Please **get Yasser to help** you. (**persuaded**)- I **had the electrician look at** my broken light.- The doctor **will have the nurse call** the patients.- The teacher **had the students write** the answers on the whiteboard.- I **persuaded my friends to go** to the cinema**4.Preventing verbs :****- Stop +** مفعول + **from** + v. +ing- The teacher **stopped the students from making noise**- I **stopped my sister from playing** in the street.**- Help +** مفعول + (to + المصدر او المصدر بدون to)- Ali helped me (**to understand or understand**) the difficult question.

(get / have) + (مفعول غير عاقل) + p.p)

نستخدم هذا التعبير (التصريف الثالث + المفعول + (have (get) لنقول ان شخص آخر قام بالفعل .
 (الجملة تعني ان شخص اخر مثل النفاش هو من دهن البيت) I had (got) my house painted

- I don't cut my hair. I **have the barber cut my hair.** (Active causative)
- I don't cut my hair. I **have my hair cut.** (الحلاق قصه) (Passive causative)
- The students **get their essays checked.** (المعلم هو من قام بالتححيح)
- They will be **getting the system repaired** as quickly as they can.
- He **got his washing machine fixed.** (الفني هو من قام بالاصلاح)

- في المثال السابق: نقصد أن شخص آخر غير الفاعل هو من يقوم بالحدث كما هو مكتوب امامه

- Do you usually **get your room cleaned?** No, I clean it myself

- قارن أيضا بين الجمل الآتية المستخدمة في المبني للمجهول و الاستخدام السببي في كل الأزمنة.

- He **has his teeth checked** twice a year (His teeth are checked twice a year.) مضارع بسيط
- We always **get our clothes washed.** (Our clothes are washed for us.) مضارع بسيط
- I **had my teeth checked** yesterday (My teeth were checked yesterday.) ماضي بسيط
- Did you **have your meal prepared?** ماضي بسيط
- Ali **is getting his car repaired.** (Ali's car is being repaired.) مضارع مستمر
- He **was having the house painted.** (The house was being painted) ماضي مستمر
- John **will have his house painted.** (John's house will be painted) مستقبل بسيط
- She **has had the stairs cleaned.** (The stairs have been cleaned) مضارع تام
- She **had had the dinner cooked.** (The dinner had been cooked) ماضي تام
- I must **have my car mended.** (My car must be mended) الفعل في المصدر
- After I had had my hair cut , I had a shower.
- While I was getting my mobile fixed , I drank some coffee .

يمكن استخدام (by) مثل المبني للمجهول

- I'm having my homework checked **by the teacher.**
- He will get his car fixed **by the mechanic .**

- لاحظ الفارق بين الجمل التالية من حيث المعنى.

- I **cleaned my house.** (This means I cleaned it myself). أنا من قام بتنظيف المنزل
- I **had my house cleaned.**

(If I paid someone to clean it) / (A cleaner cleaned my house) شخص آخر قام بتنظيف المنزل

- لا يوجد فارق في الاستخدام بين (have) و (get) سوى أن (have) تستخدم بشكل رسمي أكثر.

- I don't know how to repair cars, so I'm **having mine repaired** at the garage round the corner.
- كما أن (get) أكثر استخداما و شيوعا من (have) في الجملة الأمرية.
- I really must **get my eyes tested.** I'm sure I need glasses.
- Get your hair cut! It's too long.

Choose :

1. My teacher **(insisted (persisted)** that I **should do** the homework again.
 = The teacher made me do the homework again.

2. I **persuaded Ali to** study well = I **got Ali to study** well.
3. My mother **permitted = allowed me to play** on the computer
= My mother **let me play** on the computer
4. It's impossible **to escape from** the prison. =The keepers **stop you from escaping**.

1. Choose the correct words ::

1- Parents should their children to limit the amount of time they spend using mobile phone

a) get b) have c) let d) make

2- They should also get them off their mobile phones when they go to sleep.

a) turning b) turn c) turned d) to turn

3- They ten students move into a house with a mobile phone mast in the garden.

a) had b) has c) got d) get

4- I (**got - had - have - having**) Ali to go to the sports club with me, although he didn't want to go.

5- Mother had Shaimaa (**tidy - to tidy - tiding - to tidying**) her room before she went out.

6- Before the meeting, the manager always gets the reports (**to type - type - typed / typing.**)

7- Dina (**allowed - make - has - does**) the flat cleaned every week

10- The PE teacher had us (**ran - run - to run - running**) around the playground four times .

11- If you don't know how to use the computer , (**let - make - have - get**) your son to help you

12- How often do you get your teeth (**check - to check - checking - checked**) at the dentist's.

13- We are eating in a restaurant tonight because our parents our kitchen painted.

a) had b) have c) are having d) have to

14- I can't use my bike because I am having it (**repaired - to repair - repairing - be repaired**)

16- We don't always (**had - have - will have - are having**) our car washed.

17- My parents get the plants (**water - watering - to water - watered**) at the weekend.

18- I (**have - will have - am having - had**) my house decorated next week.

19. I must have my watch (**repairing - repairs - repair - repaired**).

20. I'll have someone (**decorate - decorated - decorating - decorates**) my flat.

21. She got someone (**paint - painted - to paint - painting**) the house.

22. She is having the computer (to fix – fixes – fixed – fix).
23. We are going to have the carpenter (make – to make – made – makes) some shelves for us.
24. I think you should have your doctor (looking – look – to look – looked) at that cut on your arm. It looks serious.
25. We got our neighbours (look – looking – to look – looked) after our dog while we were away.
26. We need to have our computer (checked – checking – to check – check) out for viruses.
27. I had to have my digital camera (fixing – to fix – fixes – fixed) after I dropped it in the water.
28. They had it (to do – done – doing – does) by the same person who decorated their old house
29. I had my car (servicing – to service – serviced – service) a fortnight ago
30. They couldn't (get – have – make – do) anyone to fix their burst pipes
31. He (has had – had – is having – will have) tickets sent to his home address yesterday
32. She didn't have time to get to the shops and (get her film developed – develop her film – the film is developed – developing the film).
33. Does your tooth still hurt? Yes, I have to get a dentist (to look – look – looking – looks) at it soon.
34. We usually (make – get – have – help) the bedroom redecorated every two years.
35. Sarah isn't making her own wedding dress; she (is having – has had – had had – was having) it made by a designer in Italy.
36. Have you ever had anything (to steal – stole – stolen – stealing) from your house?
37. Your hair is too long. You need to have it (cut – cuts – cutting – to cut).
38. I'm going to do my food shopping online and I'm going to have the food (delivering – delivered – to deliver – delivers) to my house.
39. If you can't see properly, you should (have – make – do – take) your eyes tested.
40. Are they going to paint the kitchen themselves or are they going to have it (painting – paint – painted – to paint)?
41. We always get our clothes (washed – to wash – washing – washes).
42. I (get – had – have – will have) my teeth checked yesterday.
43. Did you have your meal (to prepare – preparing – prepared – prepares)? – No, I didn't have it prepared. I prepared it myself.
44. I am going to have my car this month.
- a) to wash b) washes c) wash d) washed
45. I a new computer programme installed in my office now.
- a) had b) am having c) was having d) had had
46. Walid had his eyes last week, and now he needs to wear glasses.
- a) testing b) tested c) test d) to test

47. Can I borrow your bike? I can't use mine because I'm.....

- a) having it repaired b) having to repair it c) having repaired it d) repair it

48. My mother usually gets me my bedroom at the weekend.

- a) tidies b) tidy c) to tidy d) tidied

49. The manager a technician install a new computer program.

- a) got b) had c) have d) asked

50. Ali is going to the stadium this afternoon . Let's get him some tickets for next week's match.

- a) buy b) to buy c) bought d) buying

51. We don't have time to paint the room. We it decorated by professionals.

- a) are getting b) are letting c) are allowing d) are making

52. I the shopping delivered because it was very heavy.

- a) have b) am having c) will have d) had

53. Robert can't answer the phone now. He his hair cut.

- a) has b) is having c) will have d) had

54. She had her wisdom tooth That is why she was in such a bad mood.

- a) remove b) to remove c) removed d) removing

55. He's having the furniture moved to the new house some workmen today

- a) with b) by c) on d) to

56. Yesterday I went to the optician's to my eyes tested.

- a) have b) make c) allow d) permit

57. A friend of mine, who's an electrician, is going to my DVD player next week.

- a) repair b) repaired c) repairs d) repairing

58. I'm going to have my DVD player next week by a friend of mine, who's an electrician.

- a) repair b) repaired c) repairs d) repairing

59. My car broke down, so I had to get a mechanic..... it.

- a) repair b) repairs c) to repair d) repaired

60. I made my son the windows before he could go outside to play.

- a) washes b) wash c) to wash d) washed

61. My son was made..... the windows before he could go outside to play.

- a) washes b) wash c) to wash d) washed

62. Ali stopped at the petrol station to

- a) have filled the tank b) have the tank filled c) fill the tank d) have to fill the tank

63. I spilled some tomato sauce on my suit coat. Now I need to get my suit

- a) cleaned b) cleans c) have cleaned d) to clean

64. I won't go! You can't me!

- a) has b) make c) allow d) forced

65- Abdullah asked the painter (painted - paint - to paint - painting) his house last week.

66- Tarek has his photos (print - printed - prints - printying) after he takes them.

- 67- When my cousins were in England, They had some money (sent - send - sends - sending) by my uncle.
- 68- Parents should (get - have - let - make) their children to limit the amount of time they spend using mobile phone
- 69- We don't always (had - have - will have - are having) our car washed.
- 70- They should get them (turning - turn - turned - to turn) off their mobile phones when they go to sleep.
- 71- They had ten students (move - to move - moved - moving) into a house with a mobile phone mast in the garden.
- 72- They had the mobile phone mast (turning - turned - turn - to turn) on.
- 73- Scientists believe we should (be - do - have - got) mobile phone masts installed in high or remote areas.
- 74- I can't (make - cause - force - allow) her change her mind.
- 75- Don't (let - make - have - allow) anyone to deceive you.
- 76- It's probably a good idea for people who live close to mobile phone masts to (get - give - go - got) their health checked frequently.
- 77- Adel asks someone to fix his computer. Adel (has it fixed - has fixed it - have fixed it - have it fixed).
- 78- Fareeda got her bad tooth pulled out (from - by - with - on) the dentist.
- 79- The park manager wants to (had - have - has - got) the plants watered every day.
- 80- I (hadn't - didn't have - haven't - don't have) my hair cut yesterday.
- 81- I (has - have - got - get) my car checked before I left the garage last week.
- 82- I (have - will have - am having - had) my house decorated next week.
- 83- He always (gets - has - having - getting) his sister to wash his clothes.
- 84- I will have my car (mended - to mend - have mended - was mending) tomorrow.
- 85- The teacher (got - caused - had - allowed) us copy the notes from the blackboard.
- 86- I get my students (to waste - waste - not waste - not to waste) so much time.
- 87- Wait there and I'll (have - get - let - make) Yasser to help you with those heavy bags.
- 88- I usually (make my hair - have cut my hair - get my hair - have my hair cut) once a month.
- 89- You can (printing your name - have printed your name - get your name printed - get printed your name) on a T-shirt in that shop.
- 90- Yesterday, we (have had - have - have to - had to have) our roof repaired after the storm.
91. I opened the storeroom and found that we had mice..... around the cabinets.
- a) runs b) ran c) to run d) running
- 92 .My husband hates housework; I can never get him..... the dishes!
- a) wash b) to wash c) to washing d) washes
93. She had me help her . Had means (persuaded - delivered - told - asked)

ثانويه عامه

1..I'm eating less than usual as I don't want to..... more weight.

- a. allow b. promise c. lose d. gain

2.Ali got his credit card

- a. change b. to change c.changing d.changed

3. Wait there and I'll.....someone to help you with those bags. "

- a. have b. get c. let d. make

4. Leila usually..... twice a year.

- a. checks her teeth b. get her tecth checked c. has her teeth checked d. has checked her teeth

5. Wait there and I get Yasseryou with those bages.

- a. being helped b. to helping c. to help d. help

6.My father. me tidy my room his morning.

- a. caused b. has c. had d. got

الحمد لله انهيتم الترم الاول**1 القادم الاجابات**

2 الكتاب كله مع تصحيح الاخطاء ووضع امتحان في نهايه كل وحده 2

3 مذكره القصه للتربيه والتعليم والازهر

4 مذكره مهارات

ارجوا ابلاغي بأي اخطاء لتصحيحها
مستعد لعمل اي مذكرات لاي فرع
شكرا علي ثقتكم الغاليه

واخر دعوانا ان الحمد لله رب العالمين